



Foreign Affairs Manual

4 FAM – Financial Management

Change Transmittal: FIN-376

Date: November 1, 2005

4 FAM 460 TRAVEL AND TRAVEL ADVANCE MANAGEMENT

4 FAM 470 TRANSPORTATION OF PASSENGERS AND THINGS

Changes

1. This Change Transmittal issues updates that reference 6 FAM materials that were moved into the new 14 FAM volume.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove **4 FAM 460** (CT:FIN-367; 12-07-2004, 10 pages) and insert the revised 4 FAM 460 (CT:FIN-376; 11-01-2005, 10 pages).
1. Remove **4 FAM 470** (CT:FIN-367; 12-07-2004, 5 pages) and insert the revised 4 FAM 470 (CT:FIN-376; 11-01-2005, 5 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: FIN-376, and initial.

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(RM/FPRA/FPMC)